



Quarantine and Isolation Medical Shelter Standard Operation Procedure

SOP No: MS-106
Date: 05/06/2020

Standard Operating Procedure Twice Daily Surveys

Subject: Twice Daily Surveys For Medical Sheltering Sites

1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on completing the twice daily survey (via ArcGIS Survey123) for medical shelter census data. Counts for number of total occupiable units, total units occupied, and number of occupants for medical shelter sites is utilized to track usage/needs throughout the system and to inform inquiries from partners.

2. Procedures

- Site Management staff will work with all teams onsite to collect the following data by 6:30 am and 2:30 pm each day:
 - **Total Occupiable Units** = The total units onsite that can be supported/activated given current staffing and resources. This includes all usable units, both those that are filled with clients and those that are not but are available for use.
 - **Units Currently Occupied** = The total units currently in use by clients.
 - **Current Total Occupants** = The total clients currently onsite in units (because of potential for families, couples, etc., this may not be 1-to-1 with Units Currently Occupied).
- Utilizing a computer (Google Chrome browser preferred) or smartphone, site management staff will visit <https://arcg.is/0qzOLr> and login:
 - **ArcGIS Login Username:** covid19_sheltering
 - **ArcGIS Login Password:** Shelter2020!
- Staff will complete the brief survey utilizing the data collected

Note 1: Each site must only report information one time at both 7:00 am and 3:00 pm. Multiple data entries for the same time and site will cause data errors on the backend.

Note 2: Data input should be accurate as of the time being entered.

Note 3: Technical reporting times are 7:00 am and 3:00 pm, but as much as possible, entering in the data at least 10 minutes prior to these times is preferred.